INFORMATION TECHNOLOGY ADVISORY BOARD

MAY 26, 1999
MEETING MINUTES

ATTENDEES:

Jim Roggero, Chair	Mike Backer	Joyce Backes
Rich Beckwith	Mike Benzen	Debbie Boeckman
Carolyn Cook	Lew Davison	Tim Dwyer
Jan Grecian	Cliff Gronauer	Jill Hansen
Russell Helm	Gina Hodge	Lyndon Mote
Bill Perkins	Paul Peterson	Rex Peterson
Steven Phillips	Jim Poole	Tom Robbins
Betty Rottmann	Jim Schutt	Larry Seneker
Joe Stevenson	Mike Wankum	Debbie Wells
Gerry Wethington	Chris Wilkerson	Mary Willingham

Jim Roggero opened the meeting at 8:30 a.m.

ACTION ITEMS

1.   Approval of the April 28, 1999, Information Technology Advisory Board Meeting Minutes

   Jim asked if there were any additions, deletions or corrections to the minutes of the last meeting; there were
   none. The minutes of the April 28, 1999, meeting are approved as written.

2.   Review of Digital Media Developers Group (DMD) Mission/Goals

    Jim asked if there was any comments relating to this item as was presented at the last meeting; there were
   none. Bill Perkins made the motion to accept the mission/goals; Steven Phillips seconded the motion. The
   mission/goals were approved unanimously. Debbie Boeckman stated that guidelines developed by the
   committee are placed on their web page. The address is http://www.oa.state.mo.us/dmd/. Mary
   Willingham expressed appreciation to the committee for ensuring the information listed on the web site is
   current.

3.   Review of the State Government Lotus Notes Users Group (SGLNUG) Mission/Goals

   Jim asked if there was any comments relating to this item as was presented at the last meeting; there were
   none. Mary Willingham made the motion to accept the mission/goals; Bill Perkins seconded the motion.
   The mission/goals were approved unanimously. Jim noted that there was not a designated representative
   from ITAB for this group. He suggested that if anyone is interested, they should contact Mark Brothers.

GENERAL BUSINESS

1.   CIO Update

   Mike Benzen stated that John Koskinen, President Clinton's Y2K Chair, will be arriving in Missouri in the
   July-August timeframe. The Y2K progress is good overall, with the exception of a couple agencies. The
   Governor would like to declare victory on this issue this summer so it is important that this project is
   completed. Network management and design may be the next issue to be addressed. It is increasingly
   difficult to ensure that the network is a totally closed to the public. He asked if the agencies would be

interested in looking at a statewide budget request for encryption from his office. He stated that it would be in the best interest of the state to use the same encryption methods for all agencies. Mike clarified that the same methodology doesn't mean that the algorithms would have to be the same for each of the agencies. Jim Poole stated his agency's participation would depend on the cost. Gerry suggested that interested parties from the networking technical committee and the technical group that is part of the cooperative network work this issue. OIT will schedule a meeting of these two groups and send a note so that agencies not participating in these group may send a representative.

2.   Project Management Update

Larry Seneker stated there was nothing new to report on this item. Bill Perkins stated that Revenue had expressed interest in a Project Management class to be held while the Legislatture was not in session.

3.   SAM II Update

Jim Schutt apologized for his absence at the last meeting. A special meeting was held last Friday to address questions related to SAM II. This meeting included a 45 minute discussion on printed output from the SAM II system. All agencies appear to be meeting the July 1st date for interface tapes. Most of the "train the trainer" sessions have been completed. These individuals will be responsible for training the agencies' users. The desktop version will be rolling out by next week. Jim stated he planned to retain the trainers and staff for a couple months to resolve problems quickly. Some agencies are setting up their own help desk. The employees will be instructed to contact their agency representative with any problems or questions in an effort to limit the number of callers to the help desk. He stated that the agencies may want to employ AMS to assist with the initial setup of their help desk. At this point, there appears to be no problems in meeting the July 1st implementation date. He asked that any questions or comments be directed to him.

Mike Benzen reminded everyone that the implementation of large systems such as this requires the support of all agencies. It is important to project a positive perspective in relation to SAM II and communicate any problems to Jim Schutt so that they can be addressed. Jim Roggero stated that the meeting held last Friday was very helpful in disseminating the correct information and resolving issues. OA plans to fund most application updates. He was unsuccessful in his attempt to outsource the maintenance this year but plans to try again for next year.

4.   Architectural Standards Update

Larry Seneker stated progress is being made in this area. Business drivers are the strategic direction of the state for architecture. He requested ITAB's approval on this statement to ensure they are moving in the appropriate direction. ITAB members approved the statement for presentation to the strategic planning committee. Gerry Wethington is working with NASIRE on consolidated architecture so they should be allowed to piggyback off it. More information should be available on this within 60 days.

5.   Year 2000 Update

Larry Seneker introduced Debbie Wells as the new Y2K coordinator, replacing Dave Schroeder. She distributed the updated status reports. The Department of Labor is officially 100 percent complete. She also reported that 86 percent of assessed equipment is compliant.

6.   Prime Vendor Update

There was no report given on this item.

7.   Information Technology Education Advisory Committee Update

Bill Perkins presented the ITEAC proposal for funding the MOTEC facility. Handouts of the presentation were also distributed. He detailed the steps taken in arriving at this proposal. He stated the Committee was requesting approval of the concept, charter, steering committee and cost allocation plan. MOTEC will allow for coordination of training efforts and resources among state agencies. They may also establish a

curriculum path for particular areas and maintain transcripts. He stated the charter and steering committee was based on that of the State Data Center. The cost allocation plan recommended includes a membership fee plus the percentage of cost. The percentage used is based on the percentage of the IT budget for the state. After one to two years when a track record has been developed, the Committee recommends moving to a collegiate plan. This type of plan would still require a membership cost but would include a tuition cost per student. This would shift the largest burden of costs to the agencies that utilize MOTEC. Jim Schutt suggested requesting funding for the base costs and using the percentage on the variable costs associated with MOTEC.

Gerry Wethington made the motion to accept the proposal; Jim Schutt seconded the motion. Joyce Backes questioned the calculation method of the second year. After discussion, Gerry amended his motion to include the first year only. The proposal was approved unanimously. Jim Schutt will pursue the general revenue request. The ITAB members then departed for the MOTEC facility. Tom Robbins gave the group a tour of the facility, which is located in the lower level at 2500 Country Club Drive. After the tour, they returned for the remainder of the meeting.

8. Web-Based Training Development Software RFP Update

Jim stated that Gloria had given him an update on the RFP status. The bid response date of May 7th has now passed. The selection team has been selected and is now reviewing the bids.

9. Internet/MOREnet Update

There was no update given for this item.

10. Internet Support and Service Update

Debbie Wells stated that the state Intranet server on the private network is in the process of being replaced. An Intranet server is being added on the public network. They are working with the State Data Center to improve performance. The Internet modem pool is also being upgraded due to increased demand on dialup connections. She will be sending out information from the MOREnet presentation. The OA Internet acceptable use policy is being upgraded to reflect the recent changes in the MOREnet Internet acceptable use policy.

11. Statewide Purchasing Update

Larry Seneker stated that the RSI contract has been extended. The statewide consulting bid is out. If anyone needs additional information, contact him or Karen Boeger.

12. Personnel Committee Update

The IT Coalition met last week. A committee was formed to survey employers to ensure they are meeting the educational needs of the work force.

13. Assistive Technology Update

Bill Perkins stated that it appears that Revenue has been able to obtain an acceptable answer to the problem with assistive technology. A header can be inserted into the decision tree that instructs you to press zero if you are dialing from a rotary phone or assisting a hearing impaired person. This selection takes the caller to an operator and the system does not hang up on them prior to their response. Any agencies who are ready to implement this change should contact Bill at 751-3100.

The script that may be used is as follows:

If you are a hearing impaired caller or calling from a rotary or pulse phone please stay on the line for further instructions.

14. META Contract Update

Jim Roggero stated that Al Sommers asked him to add this item to the agenda. The META contract for FY00 is

progressing well. There are four agencies that have yet to declare their participation. The response thus far has been very positive.

REPORT OF PLANNED/ACTIVE BIDS

There were no reports of planned/active bids.

REVIEW OF ACTION ITEMS

There were no action items to review.

OPEN DISCUSSION

1.   Creation of New Applications Committee

Larry Seneker stated that the case group that was dedicated to the IEF tool has completed its purpose. The vendors are outnumbering the state employees at these meetings. He expressed a need in creating a statewide applications development group (not product specific). This group would cover all platforms, data sharing, documentation, standards and middleware. ITAB members expressed approval for Larry to pursue the creation of this committee. Larry will bring additional information forward to ITAB for discussion

2.   Jim stated that Matt Blotevogel has left the Coordinating Board of Higher Education. Gina Hodge is his replacement. Her email address is ghodge?cbhe400@admin.mocbhe.gov

3.   Betty Rottmann stated that Microsoft has offered money to rollout a Microsoft Office User Specialist certification to students/teachers in Missouri. They are working on this project. There will be no cost to the students and teachers. A press release is planned for the end of June or first of July to announce it. There will be approximately $400,000 in free software. They are the first agency in the nation to test this package.

4.   Jim again asked for any changes to the listing of committees. It is beneficial to have the chairperson available at the meeting when the committee mission/goals is presented. He stated we are attempting to verify the list and include the mission/goals for each committee list. The plan is to eventually add to the web page.

5.   Jim conveyed his appreciation to Bill Perkins and the ITEAC Committee for all their efforts associated with today's presentation and to Tom Robbins for the tour of the MOTEC facility.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **Wednesday, July 28, 1999**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.